

**Appendix C**  
**Request for Proposal (RFP) Grant Application**

**(ABRIDGED VERSION)**

**CALIFORNIA'S ACCESS TO VISITATION GRANT  
PROGRAM FOR ENHANCING RESPONSIBILITY  
AND OPPORTUNITY FOR  
NONRESIDENTIAL PARENTS**

**REQUEST FOR PROPOSALS**  
**and GRANT APPLICATION**

Personal Responsibility and Work Opportunity  
Reconciliation Act of 1996  
(Pub. L. 104-193)  
Title III, Subtitle I, Section 469B  
of the Social Security Act

RFP CFCC—Fiscal Year 2002–2003  
Judicial Council of California  
Administrative Office of the Courts  
Center for Families, Children & the Courts

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## **I. INTRODUCTION**

The Judicial Council of California, Administrative Office of the Courts (AOC), Center for Families, Children & the Courts (CFCC), announces the availability of federal grant funds for California's Access to Visitation Grant Program for Enhancing Responsibility and Opportunity for Nonresidential Parents (hereinafter called the Access to Visitation Grant Program). Subject to the amount of federal funding available, the funds to be distributed statewide total approximately \$800,000. The programs eligible for grants are limited to those providing supervised visitation and exchange services, education about protecting children during family disruption, or group counseling services for parents and children.

All family courts throughout California are eligible to apply for and receive the Access to Visitation Grant funds. Applications for grants up to a maximum of \$80,000 will be accepted for consideration. Programs will be required to provide 15 percent matching funds. The funding period for the 2002–2003 grants is October 1, 2002 to September 30, 2003.

### **Program Administration**

Funding to all states for noncustodial access and visitation programs is provided by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Pub. L. 104-193)—title III, subtitle I (Enhancing Responsibility and Opportunity for Nonresidential Parents), section 469B of the Social Security Act (Appendix I). The purpose of the federal grant program is to enable states to establish and administer programs to support and to facilitate noncustodial parents' access to and visitation of their children. The federal funding allocation to each state is based on the number of single-parent households. California has the most single heads of households in the United States and therefore receives the largest portion of federal funds. The Judicial Council is required to apply for these funds annually.<sup>1</sup>

During the first four years of funding for the Access to Visitation Grant Program, the California Department of Social Services (CDSS) applied for and received the federal grant funds, and an advisory group<sup>2</sup> was convened as instructed by Family Code section 10101. The Judicial Council was charged with the administration of these grant funds at the request of the Access to Visitation Advisory Group and CDSS, and entered into an interagency agreement with CDSS.

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<sup>1</sup> Fam. Code, § 3204(a).

<sup>2</sup> The Access to Visitation Advisory Group was composed of representatives from the Judicial Council, Administrative Office of the Courts, the Family and Juvenile Law Advisory Committee, the legislature, the State Bar of California, public agencies, and other advocacy groups.

In 1999, Assembly Bill 673 (Honda) (Stats. 1999, ch. 1004) amended the funding and administrative requirements for the grant program. This new legislation enacted Family Code sections 3201–3204, which charged the Judicial Council with the administration of the grant funds.

It is the intent of the California Legislature that programs receiving grants achieve the goal of promoting and encouraging healthy parent and child relationships between noncustodial or joint custodial parents and their children while ensuring the health, safety, and welfare of the children.

## **II. GENERAL INFORMATION**

### **Eligibility**

All family courts throughout California are eligible to apply for and receive the Access to Visitation Grant funds, which are 100 percent federal funds. The programs receiving grants are required to provide 15 percent matching funds. The family law divisions of the superior courts will administer the programs.

Program administrators should collaborate with other county courts, with one court acting as a lead agency or an administering court. **Such collaborations are strongly encouraged to maximize the use of resources.** Contract agreements will be made only with the designated administering court. Any other agencies desiring to participate must do so as part of the county’s local court Access to Visitation Grant application. Subject to the availability of federal funding, grant funds may be used to expand or augment existing programs but may not be used to supplant existing funding for those programs. The proposed programs must be incorporated within existing family court services or family court programs or be subcontracted to nonprofit agencies.

Applicants claiming private nonprofit status must provide: (a) a signed copy of the certification and assurance forms of the federal government (Appendix G); (b) a letter from the U.S. Department of the Treasury, Internal Revenue Service, classifying the agency as a nonprofit agency; (c) a letter of commitment (Appendix E); and items from the Nonprofit Subcontracting List form (Appendix H).

### **Letters of Commitment**

Every applicant must attach a letter of commitment from each of the subcontracting agencies for the proposed program. The letter of commitment must be on the letterhead of the subcontracting agency, must be signed by the executive officer or director, and must:

- ❑ Identify partners and describe the collaborative relationship among those partners;

- ❑ Describe in detail the roles and responsibilities of each partner agency or organization; and
- ❑ Indicate a statement of intention to collaborate.

## **Grant Topics**

The grant funds are intended to be used to enable parents and children to participate in supervised visitation and exchange services with a custodial party, a noncustodial party, or joint custodians and to participate in education and group counseling programs, irrespective of whether the parties are or are not married to each other or are currently living apart on a permanent or temporary basis.<sup>3</sup>

### **A. Supervised Visitation and Exchange Services**

When supervised visitation and neutral exchange services are offered, information must be provided to the parties regarding the circumstances under which these services are made available (for example, court orders or other specific circumstances).

### **B. Parent Education**

Pursuant to Family Code section 3201(b), education about protecting children during family disruption includes education on parenting skills and the impact of parental conflict on children, how to put a parenting agreement into effect, and the responsibility of both parents to comply with custody and visitation orders.

### **C. Group Counseling**

When counseling services are offered, they may include services for children as well as for parents. The services must be available to parents or guardians involved in child custody or visitation disputes, regardless of their marital status.

## **Criteria for Recipients of Services**

The recipients of the proposed services should be separated, separating, divorced, or unmarried parents and their children who are involved in custody and visitation proceedings under the Family Code. The services may be offered prior to a court hearing, during the court process, and/or post decree and can be primarily preventive or designed as interventions. Funds for this grant may not be used to provide services in dependency cases or as part of any dependency proceedings.

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<sup>3</sup> Fam. Code, § 3203.

### III. PROGRAM FUNDING

Applications for grants up to a maximum of \$80,000 will be accepted for consideration. Subject to the availability of funding, approximately \$800,000 will be awarded to the administrative superior courts statewide. Funds for the Access to Visitation Grant Program are limited. Each year, the amount of funds requested far exceeds the amount available to award. The review process is designed to meet the statewide objectives of funding meritorious projects while ensuring that services are available to a broad population of parties. Because of the high demand for the types of services funded under this grant program and the number of anticipated grant proposals, some counties may not receive funding. **It is our intent to fully fund those requests that are meritorious and that include a reasonable and justifiable project budget. The Judicial Council determines the final number and amounts of grant awards.**

### IV. REVIEW PROCESS AND SELECTION CRITERIA

#### Review Process

The grant funds shall be awarded with the intent of approving as many proposals as possible while ensuring that each approved proposal is designed to satisfy the overall goals of the Legislature and the grant program. Special consideration for grant funds will be given to proposals that coordinate supervised visitation and exchange services, education, and group counseling with existing court-based programs and services. At the time of submittal, each proposal will be reviewed by the Access to Visitation Grant staff for compliance with application instructions and RFP requirements. **A proposal will be disqualified and not reviewed if it is incomplete or late or if it contains any alterations of format or other irregularities of any kind.**

Applications that meet the requirements will be submitted to the Selection Review Committee (SRC), which will be composed of individuals who are experts in grant topic areas.<sup>4</sup> The SRC will evaluate and score the proposals based on their narrative sections. The SRC will have the discretion to rank proposals based on answers to RFP questions and to reallocate or cut program funding. As a group, the SRC will generate an average score and rank for each application and make final funding recommendations. The recommendations from the SRC will then be presented to the Judicial Council's Executive and Planning Committee for review and approval. The Executive and Planning Committee is responsible for making the final funding decisions regarding the number and amounts of grant awards.

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<sup>4</sup> The Selection Review Committee will consist of statewide experts representing professional staff at the Judicial Council, the Administrative Office of the Courts, and the Center for Families, Children & the Courts; members of the Family and Juvenile Law Advisory Committee; and members of other Judicial Council advisory committees.

Evidence that an applicant or the applicant's staff or consultants have in any way attempted to influence the review or its confidential nature through contacts with Judicial Council staff or members of the SRC will result in the automatic rejection of the proposal/grant application.

The proposed budget may be negotiated at the option of the Judicial Council, and adjustments to budget line items and work plans may be requested, but the total amount in the proposal application may not be increased.

**Applications that are late or incomplete will be disqualified and not reviewed. No faxed or e-mailed applications will be accepted. The RFP applications are due by 5 p.m. on Friday, June 7, 2002.**

### **Selection Criteria**

Proposals will be evaluated and scored on the basis of the following criteria. For each criterion there are two or more questions in the proposal narrative section (Appendix B). Asterisks designate the criteria set forth by statute. Applications will be scored on a scale of 0 to 225 points. Each of the questions in the proposal narrative section has a maximum point value. An omitted response results in no score for that question. Each application will be scored in accordance with the quality of the proposal and the responsiveness within each RFP application section. The response to each selection criterion must be identified with the same item number as in the proposal narrative section.

1. Statement of need
2. \* Promotion and encouragement of healthy parent and child relationships between noncustodial parents and their children while ensuring the health, safety, and welfare of the children
3. \* Number of counties or regions participating
4. \* Availability of services to a broad population of parties
5. Other program information
6. \* Coordination with other community services
7. \* Hours of service delivery
8. Program evaluation

9. \* Ability to expand existing services
10. \* Cost-effectiveness
11. Budget

In addition to the above criteria, the SRC will have the additional discretion to consider funding based on:

- ❑ Geographic location of services;
- ❑ Compliance with the Uniform Standards of Practice; and
- ❑ For continuation programs, (1) the applicant's history of fiscal management and program administration; (2) results of the program evaluation plan from fiscal year 2001–2002; and (3) results of the program's funding development plan from fiscal year 2001–2002.

## **V. GENERAL TERMS AND CONDITIONS**

### **Grant Compliance Requirements**

Applicants awarded grant funding **must meet all federal and state grant requirements** and adhere to the terms and conditions of the standard contract agreement to receive Access to Visitation Grant funds. **The Judicial Council will not award grant funding to programs that do not meet grant compliance requirements.**

All supervised visitation and exchange programs receiving Access to Visitation Grant funds must comply with all requirements of the Uniform Standards of Practice for Providers of Supervised Visitation as set forth in section 26.2 of the California Standards of Judicial Administration.

Upon execution of the grant award, the court must submit to the program manager copies of memoranda of understanding or contracts between the applicant court and subcontractors. The Judicial Council will administer, oversee, and evaluate the programs that receive grants.

### **Additional Requirements**

In addition, grant proposals must meet and address the following requirements:

1. It is mandatory that the proposed programs comply with Family Code sections 3201–3204 (Appendix J).
2. **Each court and each individual subcontractor providing supervised visitation services are required to complete the Compliance Statement for the Uniform**

**Standards of Practice for Providers of Supervised Visitation** (Appendix B).

Courts awarded grant funding must certify that the proposed program and subcontractor complies with the requirements set forth in Family Code section 3202.

3. If a fee for services is charged, it must be on a sliding scale. The family law division of the superior court in each county must approve a sliding fee scale that is based on the ability to pay of all parties—including low-income families who can afford to pay only a small fee or no fee at all—participating in supervised visitation and exchange, education, and group counseling programs.
4. Courts may use family court services, including the office of the family law facilitator, or may contract with nonprofit agencies and other “eligible providers” to provide or coordinate services. Eligible providers, for the purpose of receiving grant funding, are as follows:
  - (a) Providers of **supervised visitation and exchange** services are local public agencies or nonprofit entities that satisfy the Uniform Standards of Practice for Providers of Supervised Visitation.
  - (b) Providers of **group counseling** are professionals licensed to practice psychotherapy in this state—including, but not limited to, licensed psychiatrists, licensed psychologists, licensed clinical social workers, and licensed marriage and family therapists—or mental health interns working under the direct supervision of professionals licensed to practice psychotherapy.
  - (c) Providers of **education** are professionals with a bachelor’s or master’s degree in human behavior, child development, psychology, counseling, family-life education, or a related field—and with specific training in subjects related to child and family development, substance abuse, child abuse and neglect, child sexual abuse, domestic violence, effective parenting, and the impact of divorce and interparental conflict on children—or interns working under the supervision of such professionals.
5. The proposed programs and grant funds for these programs are additions to current projects and activities, and the funds must not be used to support those existing activities.
6. Recipients must comply with all fiscal and administrative requirements.
7. Recipients of funding are required to submit progress reports and year-end reports as instructed in the contract agreement. Loss of future grant awards and/or suspension of funds may result if reports are delinquent.
8. Recipients must comply with section 508 of Public Law 103-333, which requires most documents describing programs and projects funded in whole or in part with

federal funds to indicate the extent to which the program or project is funded by federal funds.

9. Funds awarded for these grants are not to be used for construction or for purchase of land.
10. Grantees must ensure that their programs comply with Public Law 103-277, part C: Environmental Tobacco Smoke (known as the Pro-Children Act of 1994). This includes requiring that smoking not be permitted in any portion of any indoor facility owned, leased, or contracted by an entity and used routinely or regularly for the provision of health care services, daycare, or education to children under age 18 if the services are funded by federal programs, whether directly or through state and local governments. “Federal programs” include grants, cooperative agreements, loans or loan guarantees, and contracts. The law does not apply to children’s services provided in private residences or in facilities used for inpatient drug and alcohol treatment.
11. All recipients of federal grants are required to comply with the nondiscrimination requirements contained in federal laws. Applicants should read the assurance forms required to be submitted with the application (as Appendix G) to understand the applicable legal and administrative requirements.

## VI. TIMELINE

April 5, 2002	Release of RFP and grant application
April 11, 2002	Applicants’ workshop in Los Angeles at the Superior Court of Los Angeles County, 9:30 a.m. to 12:30 p.m.
April 15, 2002	Applicants’ workshop in San Francisco at the AOC, 9:30 a.m. to 12:30 p.m.
June 7, 2002	<b>Proposals/grant applications due by 5 p.m.</b>
June 27, 2002	Selection Review Committee (SRC) meeting—SRC evaluates, scores, and ranks the proposals and makes funding recommendations to the Judicial Council’s Executive and Planning Committee
July 22, 2002	Final report pertaining to grant award recommendations due to Executive and Planning Committee
August 7, 2002	Executive and Planning Committee meeting—the committee reviews SRC funding recommendations and grants awards. <b>The council’s Executive and Planning Committee makes the final funding decision.</b>
August 23, 2002	Notification of grant awards
October 1, 2002	Grant period begins

## **Applicants' Workshops**

The Judicial Council will provide two applicants' workshops for administrative courts intending to apply for fiscal year 2002–2003 grant funding. The purpose of the workshops is to explain the application process to prospective applicants. Someone from the applicant court and/or the project director for the court *must attend* the workshop either in person or via teleconference (see enclosed flyer). Nonprofit agencies and subcontractors for collaborative courts are also encouraged to attend either in person or via teleconference.

The first applicants' workshop is scheduled for April 11, 2002, in Los Angeles at the Superior Court of Los Angeles County, from 9:30 a.m. to 12:30 p.m. The second applicants' workshop is scheduled for April 15, 2002, in San Francisco at the Administrative Office of the Courts, from 9:30 a.m. to 12:30 p.m. Persons participating via teleconference must call 866-223-4039 or, in San Francisco, 415-355-5489.

## **VII. HOW TO APPLY**

Applicants should carefully read all instructions and complete the process described in the application (Appendix A). Applicants should include all of the required information listed in the RFP, including attachments.

**All applications must be received by 5 p.m., on Friday, June 7, 2002. Applications that are late or incomplete will be disqualified and not reviewed.**

All materials submitted in response to this RFP will become the property of the Judicial Council, and any information therein may be utilized by the council and returned only at the option of the council. All proposals received will become part of public records and may be made available to other programs and interested parties and organizations.

### **Instructions for Submission of Proposals**

Review the application checklist (Appendix A) before making copies of your proposal/grant application for submission. Each applicant must **submit one original and six copies** of its proposal/grant application to the following address:

Judicial Council of California  
Administrative Office of the Courts  
Center for Families, Children & the Courts  
Attn: Shelly Danridge, Access to Visitation Grant Coordinator  
455 Golden Gate Avenue, Sixth Floor  
San Francisco, California 94102-3660

Applications transmitted by facsimile or e-mail *will not be accepted* under any circumstances. Please do not send any information or materials that have not been requested. Applications must follow the specified format:

- ❑ The application must be assembled in the order listed on the proposal/grant application checklist;
- ❑ The application must include a one-page program abstract;
- ❑ The proposal narrative may not exceed 12 pages—this does not include budget information, single-spaced;
- ❑ Margins must be at least 1 inch and the font size must be 12 point;
- ❑ Pages must be consecutively numbered, including attachments;
- ❑ The application may be stapled; and
- ❑ The proposal may not be printed in color, spiral- or tape-bound, or in a binder.

### **Contact Information**

Questions regarding the application process or the grant application must be submitted in writing to Shelly Danridge, Access to Visitation Grant Coordinator, at the above address; by fax at 415-865-7217; or by e-mail to [shelly.danridge@jud.ca.gov](mailto:shelly.danridge@jud.ca.gov).

# Appendix A

## CHECKLIST FOR PROPOSAL/GRANT APPLICATION

**Applicant Court/County:** \_\_\_\_\_

Appendix B	_____	Proposal/grant application cover page
	_____	Proposal/grant application title page
	_____	Proposal narrative (not to exceed 12 pages—this does not include budget information), including each of the following:
	_____	Program abstract
	_____	1. Statement of need
	_____	2. Promotion and encouragement of healthy parent and child relationships between noncustodial parents and their children while ensuring the health, safety, and welfare of the children
	_____	3. Number of counties or regions participating
	_____	4. Availability of services to a broad population of parties
	_____	5. Other program information
	_____	6. Coordination with other community services
	_____	7. Hours of service delivery
Appendix C	_____	8. Program evaluation
	_____	9. Ability to expand existing services
Appendix D	_____	10. Cost-effectiveness
	_____	11. Budget
Appendix E	_____	Compliance statement for Uniform Standards of Practice for Providers of Supervised Visitation
Appendix F	_____	Program work plan
Appendix G	_____	Letter of commitment from subcontracting partner
	_____	Three letters of support
Appendix H	_____	Applicant court budget form
	_____	Subcontractor budget forms
Appendix I	_____	Certification and assurance forms
	_____	Federal employer identification numbers (FEINs)
Appendix J	_____	Contact persons, telephone numbers, and e-mail addresses
	_____	Proof of nonprofit status and mission statement of the agency

## **Appendix B**

### **CALIFORNIA ACCESS TO VISITATION PROPOSAL/GRANT APPLICATION**

[Proposal/Grant Application cover page]

California's Access to Visitation Grant Program for  
Enhancing Responsibility and Opportunity for  
Nonresidential Parents

**Proposal/Grant Application  
In Response to Request for Proposals (RFP)**

**Due: June 7, 2002, 5 p.m.**

*No faxed or e-mailed applications will be accepted.*

Judicial Council of California  
Administrative Office of the Courts  
Center for Families, Children & the Courts  
Attn: Shelly Danridge, Access to Visitation Grant Coordinator  
455 Golden Gate Avenue, Sixth Floor  
San Francisco, California 94102-3660

Program name: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_

Applicant court: \_\_\_\_\_

***Please submit one original and six copies.***

[Proposal/Grant Application title page]

*Program name:* \_\_\_\_\_

*County:* \_\_\_\_\_

*Applicant court:* \_\_\_\_\_

Funds requested: \_\_\_\_\_

Type of program: (Check the description that best reflects your program.)

- ☐ Single program with single site (not a partnership)
- ☐ Single program with multi-site (not a partnership)
- ☐ Part of a comprehensive partnership
- ☐ Multi-site, multi-county program

Issue/priority areas: (Check all those that apply to proposed program.)

- ☐ Supervised visitation and exchange services
- ☐ Parent education
- ☐ Group counseling

Geographical area served: (Indicate cities or counties in which service recipients reside):

\_\_\_\_\_

Sites (towns or cities) where services provided:

\_\_\_\_\_

**Applicant Court:**

Court contact person:

Address:

City, state, Zip:

Telephone number:

Fax number:

E-mail:

**Project Director** (if different from court contact person):

Name of project director:

Organization:

Address:

City, state, Zip:

Telephone number:

Fax number:

E-mail:

**Court Personnel Authorized to Sign Contract:**

Address:

City, state, Zip:

Telephone number:

Fax number:

E-mail:

**Financial Contact:**

Name:

Telephone number:

Fax number:

E-mail:

**Subcontractors**

	<b>Name and Address of Partner Organization/ Subcontractor</b>	<b>Contact Name, Telephone and Fax Numbers, and E-mail Address</b>	<b>Roles and Responsibilities</b>	<b>Indicate Service Areas:</b> <ul style="list-style-type: none"><li>• <b>Supervised visitation (SV)</b></li><li>• <b>Education (E)</b></li><li>• <b>Group counseling (GC)</b></li></ul>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				

## PROPOSAL NARRATIVE

### Program Abstract

Please provide a **one-page summary** that highlights the goals of the program and the expected results. This should include how the proposed program will support and facilitate noncustodial parents' access to and visitation of their children.

The purpose of the program abstract is to give reviewers a concise overview of the main points covered in the application for funding. The program abstract will not be scored.

The program abstract should be inserted as the **first page of the proposal narrative**.

## PROPOSAL NARRATIVE, continued

**Program Name:** \_\_\_\_\_

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**Program components**      *(Check all that apply.)*

- ☐ Supervised visitation and exchange services
  - ☐ Parent education
  - ☐ Group counseling
- 

**1. Statement of need (30 points)**

- (a) Describe the need in your geographical service area for (each) proposed program. How did you identify the need? (10 points)
- (b) What other programs or services are available in your jurisdiction to address this need? (5 points)
- (c) What would the effects on the target population be if the program were not funded by this grant? (5 points)
- (d) What is your proposed plan for addressing the identified needs? (10 points)

**2. Promotion and encouragement of healthy parent and child relationships between noncustodial parents and their children while ensuring the health, safety, and welfare of the children (30 points)**

- (a) How will the specific services specified in question 1(d) promote healthy parent-and-child relationships? (5 points)
- (b) How will the proposed program affect parents' access to services while ensuring the health, safety, and welfare of the children? (10 points)
- (c) What are the short-range and long-range goals for the proposed program, and what is your plan for accomplishing them? (10 points)
- (d) How will you assess whether these goals have been met? (5 points)

**3. Number of counties or regions participating (15 points)**

- (a) How many counties will participate in the proposed program? (5 points)
- (b) How will the proposed program collaborate with other counties? If your county is not collaborating with other regions, please explain why not. (10 points)

**4. Availability of services to a broad population of parties (30 points)**

- (a) Describe the target population to be served. Include income, age, ethnicity, language, marital status, and social and economic data. (10 points)
- (b) How will the target population be served by each component of the proposed program? (5 points)
- (c) How will parents be informed about and referred to the proposed program? (5 points)
- (d) How will the proposed program ensure accessibility for the targeted client population? (5 points)
- (e) What methods will be used to assess whether the program recipients match the target population identified in 4(a)? (5 points)

**5. Other program information (10 points)**

- (a) How is the proposed program distinct from other services that are currently available to the target population? (5 points)
- (b) What are the barriers or obstacles to delivering the program services, and how will such obstacles be addressed? (3 points)
- (c) What innovative educational or informational products will be developed under the proposed program? (2 points)

**6. Coordination with other community services (20 points)**

Please attach the letters of commitment (see Appendix E).

- (a) How will the proposed program coordinate with existing court-based programs and services? What is your program's relationship with the court? (7 points)
- (b) What is your collaborative relationship with the community? Specify coordination of resources with public and private agencies and advocate groups. (5 points)
- (c) How does the community support your proposed program? Is there any anticipated local opposition to or concerns about the program, and what will be done to address those concerns? (5 points)
- (d) Has the program or services received any awards or community recognition to indicate that it is achieving the program objectives? Attach three letters of support. (3 points)

**7. Hours of service delivery (20 points)**

Please complete the following chart pertaining to the hours of the service.

- (a) What are the direct-service days and hours, and the families served by, the proposed program? (10 points)
- (b) How will the proposed hours of service delivery meet the level of service needed by the target population? (10 points)

PROGRAM SERVICE	Days and Times Services Are Offered	Number of Proposed Direct Service Hours in 2002–2003	Time Devoted to Each Session	Anticipated Number of Families to Be Served
<b>Example:</b> One-on-one supervision	XYZ nonprofit: Monday–Thursday 12–8 p.m. Saturday 9–5 p.m.	1,200	2 hours	120
Parent education	Wednesday 6–7:30 p.m.	10 weeks—150 hours	1.5 hour	35

One-on-one supervision				
Therapeutic supervision				
Multiple family group supervision				
Exchange services				
Parent education				
Group counseling				

**8. Program evaluation (20 points)**

The program goals are described in several parts of this application (for example, the program abstract, needs statement, and cost-effectiveness).

- (a) Program evaluation plan: What steps will be taken in the funding period 2002–2003 to evaluate program performance? Be specific about the nature and scope of the methods that will be used (for example, public testimonials, letters of support, citizen observation, questionnaires, interviews, focus groups, document analysis, activity forms, expert or peer review, concept mapping). (10 points)

- (b) Client feedback plan: What steps have been or will be used to get client feedback about each proposed program? (10 points)

**Continuing programs:** Describe the results of the program evaluation and client feedback plan from fiscal year 2001–2002. Do not attach reports.

**New programs:** Describe any documentation (for instance, pre-tests) that supports the potential success of the proposed program.

**9. Ability to expand existing services (20 points)**

- (a) What are the current funding sources for the proposed program? (1 point)
- (b) Describe the program's funding development plan for fiscal year 2002–2003, including strategies to supplement federal funding with funds from other sources. (5 points)
- (c) What are the results of any previous efforts to supplement federal funding with other sources? If your county's efforts have been unsuccessful, how will the proposed plan be augmented? Describe your program's sustainability plan. (12 points)
- (d) What is the feasibility of expanding the program and the impact of expansion on the needs for service? (2 points)

**Continuing programs:** Describe the results of your program's funding development plan for fiscal year 2001–2002.

**10. Cost-effectiveness (10 points)**

Please complete the following chart.

- (a) What are the overall costs for delivering each of the services offered by the program? (5 points)
- (b) What are the sliding-scale fees for the proposed program, and how were the fees determined? Attach your court-approved sliding fee scale. (5 points).

PROGRAM SERVICE	Projected Sliding-Scale Fees for Clients	*Estimated Cost to Provide Services If Not Subsidized by This Grant (A)	Amount to Be Subsidized by Grant (B)	Remaining Cost Paid by Clients (A – B)
<b>Example:</b> One-on-one supervision	\$0 to \$35 per hour	\$65 per hour	\$55 to \$60 per hour	\$5 to \$10 per hour
One-on-one supervision				
Therapeutic supervision				
Multiple family group supervision				
Exchange services				
Parent education				
Group counseling				

\*These costs are for overall program operations—for example, staff time, administrative overhead, intake, client interviews, orientation, etc.

## 11. Budget and Budget Narrative (20 points)

Please complete all applicable budget forms (Appendix F).

Provide a budget narrative for the applicant court and each subcontracting agency. Explain the proposed use of the Judicial Council grant funds and matching funds. Your explanation should provide sufficient detail to justify the total amount budgeted in each category and should correspond directly to the expenses outlined on your budget form (Appendix F). The program budget must be complete and reasonable, must link to the proposed program activities, and must specify how the amounts for each budget item were determined.

## Appendix C

### COMPLIANCE STATEMENT: UNIFORM STANDARDS OF PRACTICE FOR PROVIDERS OF SUPERVISED VISITATION

Applicant Court: \_\_\_\_\_

Supervised Visitation Provider: \_\_\_\_\_

	Yes	No	N/A
A. Does the professional provider of supervised visitation meet the qualifications stated in the Uniform Standards of Practice for Providers of Supervised Visitation (Cal. Standards Jud. Admin., § 26.2)? <b>Please attach the job description.</b>	_____	_____	_____
B. Does the therapeutic provider of supervised visitation meet the qualification stated in the standards of practice—that is, is he or she a licensed mental health professional? <b>Please attach the provider’s résumé or job description.</b>	_____	_____	_____
C. Are clients provided with materials on the role of the provider, the terms and conditions of supervised visitation, and the legal responsibilities and obligations of a provider? <b>Please attach the materials.</b>	_____	_____	_____
D. Are professional and therapeutic providers given regular trainings? <b>Attach training curricula.</b>	_____	_____	_____
E. Does the supervised visitation center have a written protocol, developed with the assistance of the local law enforcement agency that describes what emergency assistance can be expected from the local police or sheriff’s department? <b>Attach the written protocol.</b>	_____	_____	_____
F. Do the professional and therapeutic providers inform the clients of security procedures with a written protocol prior to the commencement of supervised visitation? <b>Attach the written security protocol.</b>	_____	_____	_____
G. Does the supervised visitation center conduct a comprehensive intake and screening to assess the nature and degree of risk for each case, including the following? <b>Please attach the intake forms.</b>	_____	_____	_____
▪ Conduct separate interviews with the parties before the first visit.			
▪ During each interview, obtain identifying information and explain the reasons for temporary suspension or termination of a visit.			
▪ Include the child in the intake or orientation process if he or she is of sufficient age and capacity. Is the discussion with the child appropriate to the child’s developmental stage?	_____	_____	_____

- H. Does the provider obtain the following during the intake process?
- Copies of any protective order, current court order, or Judicial Council form related to a supervised visitation order;
  - A report of any written records of allegations of domestic violence or abuse; and
  - Information about the child's chronic health condition or health needs.
- \_\_\_\_\_
- I. Does the provider have an established written procedure to follow in the event a child is abducted during supervised visitation? **Please attach the written procedure.**
- \_\_\_\_\_
- J. Does the provider keep a record of each case, including the following? Please attach a visitation form or report.
- A written record of each contact and visit, including the date, time, and duration of the contact or visit;
  - Who attended the visit;
  - A summary of activities during the visit;
  - Actions taken by the provider—any interruptions, termination of visits, and reasons for these actions;
  - An account of critical incidents, including physical or verbal altercations and threats;
  - Violations of protective or court visitation orders;
  - Any failure to comply with terms and conditions of the visitation; and
  - Any incidents of abuse.
- \_\_\_\_\_
- K. Are all contacts by the provider (in person, in writing, or by telephone) with either party, the children, the court, attorneys, mental health professionals, and referring agencies documented, dated, and signed by the person recording the entry in the case file?
- \_\_\_\_\_
- L. When a report is produced, does the provider send a copy to all parties, their attorneys, and the attorney for the child? Please explain the process or procedures. **Attach agency report forms.**
- \_\_\_\_\_
- M. Does the provider have a special procedure for sexual abuse cases, including the following? **Attach the procedures.**
- No exchanges of gifts, money, or cards, and no photographing, audiotaping, or videotaping of the child;
  - No physical contact, whispering, passing notes, hand signals, or body signals with the child; and
  - No supervised visitation in the location where the alleged sexual abuse occurred.
- \_\_\_\_\_
- N. How do you ensure that your program is culturally and linguistically sensitive to the clients you serve?
- \_\_\_\_\_
- O. Does the provider have written contracts, informing each party of the terms and conditions of supervised visitation, for clients to sign before commencing the supervised visitation? **Attach a sample agreement.** Please remove confidential information.
- \_\_\_\_\_

## Appendix D

### PROGRAM WORK PLAN

Administrative Court: \_\_\_\_\_ Program Title: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Prepared by: \_\_\_\_\_

Total Grant Request (including AOC funds and any matching funds): \$ \_\_\_\_\_

Start Date	Project Activity and Description of Task	Budget Category* and Cost	Scheduled Date of Completion	Anticipated Number of Families to Be Served	Number of Direct Service Hours Proposed
Quarter 1	1.  2.  3.				
Quarter 2					
Quarter 3					
Quarter 4					

\*These categories should match those filled out on the budget forms (Appendix F).

## Appendix E

### SAMPLE LETTER OF COMMITMENT FROM SUBCONTRACTING PARTNER

*(Your letter must be printed on agency letterhead.)*

June 7, 2002

Shelly Danridge  
Access to Visitation Grant Coordinator  
Administrative Office of the Courts  
Center for Families, Children & the Courts  
455 Golden Gate Avenue, Sixth Floor  
San Francisco, California 94102-3660

Dear Ms. Danridge:

The National Council welcomes the opportunity to partner with the Superior Court of Los Angeles County in applying for the Access to Visitation Grant (RFP CFCC: FY 2002-2003). This letter of commitment states our intention to collaborate with the Los Angeles court to provide supervised visitation and parent education services for the grant program.

The National Council commits to [insert details pertaining to the roles and responsibilities of subcontracting partner]. We are dedicated to supporting and facilitating noncustodial parents' access to and visitation of their children.

Thank you for the opportunity to participate in this important program. We will make every effort to ensure that the program is a success.

If you have any questions or need additional information, please feel free to contact either me or Dora Scott, Director of the National Council, at XXX-XXX-XXXX.

Sincerely,

Debra McGriffin  
Executive Director

# Appendix F

## BUDGET FORMS

### Instructions

Please provide one *Applicant Budget Form* for the entire program and one *Subcontractor Budget Form* for each subcontracting agency.

#### Salaries

The cost of employees' salaries and wages associated with the administration of this proposed grant can be charged to the grant. List each staff member's name, title, time commitment to the project (as a percentage or full-time equivalent), annual salary, wage rates, etc. Do not include the cost of consultants or the personnel costs of delegated agencies or specific projects or business to be financed by the applicant.

#### Benefits

Include the cost of employer-paid fringe benefits unless they are treated as part of an approved indirect cost rate. Provide a percentage that comprises fringe benefits (such as health insurance, FICA, retirement insurance, taxes, etc.), not to exceed 26 percent of salary.

#### Travel Expenses

Include the costs of project-related travel by employees of the applicant organization and consultants/subcontractors. For each trip, show the total number of travelers, destination, duration, per diem (state-approved rate of \$0.34 per mile), mileage allowances (if privately owned vehicles will be used), and any other transportation costs and/or subsistence allowances to be included.

#### Training Expenses

Include the costs for the grantee (not to exceed 5 percent of the total program budget requested) related to attendance at annual conferences, training's, or meetings sponsored by the Administrative Office of the Courts' Center for Families, Children & the Courts (CFCC) for grantees. Training costs associated with or sponsored by other agencies and organizations cannot be paid from the Access to Visitation grant funds. Access to Visitation **grant funds can be used only** for designated CFCC training events.

#### Equipment

Include the costs of all nonexpendable, tangible personal property to be acquired by the project, where each article has a useful life of more than one year and an acquisition cost that equals the capitalization level established by the applicant organization for financial statement purposes. Explain why the equipment is essential for accomplishing the

objectives of the grant project. Written approval by CFCC's Access to Visitation Grant program manager is required when the total lease or purchase cost of the equipment exceeds \$500.

#### Operating Expenses

Include the costs of all tangible personal property (that is, supplies) other than that included in the equipment category. Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

#### Consultants/Contract Personnel

The cost of consultant fees associated with the administration of the proposed program can be charged to the grant. List each consultant's name, function, time commitment to the project, and daily rate.

#### Contractual/Consultants

Include all costs of contracts for services and goods. Third-party evaluation contracts (if applicable) and contracts with secondary recipient organizations—including delegate agencies and specific project(s) or business to be financed by the applicant—should be included in this section. All procurement transactions must be conducted in a manner to provide, to the maximum extent practical, open and free competition. If procurement competitions were held or if sole-source procurement is being proposed, attach a list of proposed contractors, the estimated dollar amounts, and a description of the award selection process. Also, provide backup documentation where it is necessary to support the selection process.

The cost of consultant fees associated with the administration of this proposed grant can be charged to the grant. List each consultant's name, function, time commitment to the project, and daily rate.

*Note:* Whenever the applicant/grantee intends to delegate parts of the program to other agencies, the applicant/grantee must provide a detailed budget and budget narrative for each delegate agency by title, along with the required supporting information referenced in these instructions.

Applicants must identify and justify any anticipated procurement that is expected to exceed the simplified purchase threshold (currently \$100,000) and to be awarded without competition. Recipients are required to make available pre-award review and procurement documents, such as requests for proposals or invitations for bids, and independent cost estimates under the conditions identified in 45 Code of Federal Regulations part 74.44(e).

#### Other Expenses

Specify the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to insurance, food, medical and dental costs, noncontractual fees, space and equipment rentals, printing and publication, and computer use.

#### Indirect Administrative Cost

Provide the methodology for calculating indirect costs, which are capped at 10 percent.

#### Match Requirement

There is a 15 percent matching-funds requirement for the grant. Specify the line-item amount of nonfederal resources (in kind or cash match) that will be used to support the project. These funds should be captured in the appropriate line item on the budget forms. If more than one entity is funding this program, the total amount from all sources should be combined in the appropriate budget line items. Because a match is required, the nature of the match (cash or in kind) must be explained.

#### Total Budget

Provide a tally of the total program budget.

#### Program Income Projected

Specify the estimated amount of income (if any) expected to be generated by this project, but do not add or subtract this amount from the budget total. Show the nature and source of income in the program narrative statement. Describe the nature, source, and anticipated use of program income in the budget. Program income may be used as match but only if documented.

## Applicant Court Budget Form

**Applicant Court:**

---

**Fiscal Officer:**

---

*Name*

*Phone*

*E-mail*

(Please note that there is a 15 percent matching funds requirement.)

Budget Item	Budget Requested (from Access to Visitation)	15% Match Requirement (cash or in-kind)
<b>Salaries</b> (includes direct wages paid—court staff only)		
<b>Benefits</b> (includes taxes and benefits paid)		
<b>Travel expenses</b> (includes all cost related to travel)		
<b>Training expenses</b> (not to exceed 5 percent of the total program budget requested)		
<b>Equipment</b> (includes costs related to the proposed program)		
<b>Operating expenses</b> (includes supplies, telephone, postage, printing and photocopying, and other program operating expenses)		
<b>Consultants/contract</b> (includes all costs of contracts that are third-party or secondary contracts providing services under this contract; use a separate budget form for each such contract)	Specify amount for each subcontractor: \$  \$  \$	
<b>Other expenses</b>		
<b>Indirect</b> <i>No more than 10 percent of direct salaries</i>		
<b>Total program expenses</b>		
<b>Project income:</b>		

## Subcontractor Budget Form

*Page 1 of 2*

**Applicant Court:** \_\_\_\_\_

**Subcontractor Project Budget:** \_\_\_\_\_

Name of organization

(Please note that there is a 15 percent matching funds requirement.)

Budget Item	Organization Budget	Budget Requested (from Access to Visitation) <i>(A)</i>	Other Sources (includes 15% Match Requirement) <i>(B)</i>	Total Project Budget <i>(A+B)</i>
<b>Salaries</b> (includes direct wages paid)				
<b>Benefits</b> (includes taxes and benefits paid)				
<b>Travel expenses</b> (includes all costs related to travel)				
<b>Training expenses</b>				
<b>Equipment</b> (includes costs related to the proposed program)				
<b>Operating expenses</b> (includes supplies, telephone, postage, printing and photocopying, and other program operating expenses)				
<b>Contractual/Consultants</b> (includes all costs of contracts that are third-party or secondary contracts providing services under this contract; use a separate budget form for each such contract)				
<b>Other expenses</b>				
<b>Indirect</b> <i>No more than 10 percent of direct salaries</i>				
<b>Total expense for subcontract</b> (Total program expenses should be listed on the <i>Applicant Budget Form</i> .)				
<b>Project income</b>				

*Continued on next page*

## Subcontractor Budget Form

*Page 2 of 2*

**Applicant Court:** \_\_\_\_\_

**Subcontractor Project Budget:** \_\_\_\_\_  
Name of Organization

### Project Revenue Income List

Government (Access to Visitation Grant and other governmental funds)	\$
	\$
Foundations (itemized)	\$
	\$
	\$
	\$
	\$
Corporations (itemized)	\$
	\$
Individual contributions	\$
Earned income	\$
In-kind support	\$
Other	
<b>Total revenue</b>	

### Organization Summary Revenue Income List

Government (Access to Visitation Grant and other governmental funds)	\$
Foundations (total)	\$
Corporations (total)	\$
Individual contributions	\$
Earned income	\$
In-kind support	\$
Other	\$
<b>Total revenue</b>	\$

## SAMPLE Applicant Court Budget Form

**Applicant Court: XYZ County Court**

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**Fiscal Officer: Jane Doe (415) 345-  
6789 jane.doe@xyzcourt.gov**

*Name*

*Phone*

*E-mail*

(Please note that there is a 15 percent matching funds requirement.)

Budget Item	Budget Requested (from Access to Visitation)	15% Match Requirement (cash or in-kind)
<b>Salaries</b> (Includes direct wages paid. Court staff only)	\$1,500	\$225
<b>Benefits</b> (Includes taxes and benefits paid)		
<b>Travel expenses</b> (Includes all cost related to travel)		
<b>Training Expenses</b> (Not to exceed 5 percent of the total program budget requested)	\$700	
<b>Equipment</b> (Includes costs related to the proposed program)		
<b>Operating expenses</b> (Includes supplies, telephone, postage, printing and photocopying, and other program operating expenses)		
<b>Consultants/contract</b> (Includes all costs of contracts that are third-party or secondary contracts providing services under this contract; use a separate budget form for each such contract)	Specify amount for each subcontractor: ABC Nonprofit Agency: \$27,800	\$4,170
<b>Other expenses</b>		
<b>Indirect</b> <i>No more than 10 percent of direct salaries</i>		
<b>Total program expenses</b>	\$30,000	\$4,170
<b>Project income:</b>	\$2,000	

# SAMPLE Subcontractor Budget Form

*Page 1 of 2*

**Applicant Court:** XYZ County Court

**Subcontractor Project Budget:** ABC Nonprofit Agency

Name of organization

(Please note that there is a 15 percent matching funds requirement.)

Budget Item	Organization Budget	Budget Requested (from Access to Visitation) (A)	Other Sources (includes 15% Match Requirement) (B)	Total Project Budget (A+B)
<b>Salaries</b> (includes direct wages paid)	\$152,345	\$26,210		\$26,210
<b>Benefits</b> (includes taxes and benefits paid)	\$7,618	\$1,590	\$1,030	\$2,620
<b>Travel expenses</b> (includes all costs related to travel)	\$3,456		\$150	\$150
<b>Training Expenses</b>	\$1,500	\$800		\$800
<b>Equipment</b> (includes costs related to the proposed program)	\$4,500		\$300	\$300
<b>Operating expenses</b> (includes supplies, telephone, postage, printing and photocopying, and other program operating expenses)	\$22,851		\$2,800	\$2,800
<b>Contractual/Consultants</b> (includes all costs of contracts that are third-party or secondary contracts providing services under this contract; use a separate budget form for each such contract)				
<b>Other expenses</b>	\$8,264			
<b>Indirect</b> <i>No more than 10 percent of direct salaries</i>				
<b>Total expense for subcontract</b> (Total program expenses should be listed on the <i>Applicant Budget Form</i> .)	\$200,534	\$27,800	\$4,281	\$32,880
<b>Project income</b>		\$2,000		

## SAMPLE Subcontractor Budget Form

Page 2 of 2

**Applicant Court: XYZ County Court**

---

**Subcontractor Project Budget: ABC NonProfit**  
**Agency**

Name of Organization

### Project Revenue Income List

Government (Access to Visitation Grant and other governmental funds)	\$27,800
	\$
Foundations (itemized)	\$
XXX Foundation	\$3,000
	\$
	\$
	\$
Corporations (itemized)	\$
	\$
Individual contributions	\$80
Earned income	\$2,000
In-kind support	\$
Other:	
<b>Total revenue</b>	\$32,880

### Organization Summary Revenue Income List

Government (Access to Visitation Grant and other governmental funds)	\$93,800
Foundations (total)	\$45,500
Corporations (total)	\$
Individual contributions	\$36,790
Earned income	\$4,500
In-kind support	\$
Other	\$19,944
<b>Total revenue</b>	\$200,534

**SAMPLE**